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June 24, 2016
NOTICE OF JOB VACANCY
#16-161

This is a repost of a previously issued vacancy announcement. Those who previously applied need not reapply.

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the minimum job requirements specified below:

TITLE: Confidential Assistant
SALARY: \$70,000.00 - \$85,000.00
LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director, Board of Nursing, plans, administers, and controls all work activities required to support the Board's homemaker-home health aide disciplinary responsibilities; establishes and evolves processes that will maximize the processing, review, and the accurate and expedient disposition of disciplinary and complaint case reviews; maximizes the involvement of the staff assigned to the area, while focusing on maintaining a high standard of measureable quality outcomes.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Nursing.

EXPERIENCE: Two (2) years of administrative experience in a business or government agency with responsibility for assisting in the direction and/or coordination of office administration and other support services.

LICENSE: An active NJ nursing license with no disciplinary history is required.

NOTE: Preference will be given to candidates with a background in legal or medical malpractice case review; the supervision of homemaker-home health aides. Applicants should have a thorough knowledge and understanding of nursing statutes, regulations and substantial familiarity with nursing practices.

If you possess the required experience and education and are interested in the above position, please send a letter (including new job vacancy number) and current resume before the closing date of July 8, 2016 to:

*Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085
LPS.Humanresources@lps.state.nj.us*

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

